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ONTARIO EXPERIENCE 74 **SUMMER**

Employment Opportunities
with the Ontario Government
Ontario Youth Secretariat



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This year, the Ontario Youth Secretariat is not only coordinating a special youth employment program known as *Experience 74*, but also providing information on all Government summer employment opportunities offered to young people. This guide is but one example of our sincere attempts to ensure that equal access is afforded to the many employment possibilities available.

I am sure many of you will be interested in the opportunities listed, as the Government has certain unique experiences to offer young people. I might add that the Government realizes that the youth of this province have special contributions to make to the Government and certainly to the citizens of Ontario.

I trust that you will have an enjoyable, interesting and prosperous summer.

Sincerely,

William G. Davis
Premier of Ontario

In our *Experience 74* program there are some new, and some proven activities providing a wide range of employment opportunities.

In many cases, those who are employed in *Experience 74* will be able to apply what they are learning in secondary school, college or university to their summer jobs. I am confident this program will aid many young people in making career decisions, and will enable them to help in meeting the needs of communities across the province.

This booklet is in two parts. The first part lists the *Experience 74* opportunities, and in the second section, a number of employment possibilities of a regular summer replacement nature are outlined.

We at the Youth Secretariat hope the publication of this booklet will assist young people across Ontario in their search for summer jobs.

With best wishes for the summer of 1974.

Sincerely,

Margaret Birch
Minister without Portfolio

Experience 74
A Guide to Summer Employment
Opportunities with the Ontario Government

How to Use this Guide

Summer in Ontario offers a wide range of opportunities to the province's young men and women for employment with the Provincial Government. There are a number of projects which are deliberately scheduled for summertime in order to make use of the valuable reservoir of energy and talent that is found among the youth population. Many of the regular staff members take their holidays in the summer, providing temporary vacancies to be filled.

This guide is divided into two sections: Part I, **Ontario Experience 74**, consisting of special programs for youth; Part II, **Regular Summer Employment Opportunities**, which is essentially a listing of summer replacement and project jobs available among the various Ministries and agencies of the Ontario Government.

You will see that Part I is quite specific in its project descriptions and in wage range and employment periods. Part II is more generalized. If you are interested in a job in any category in either Part, you should act **early** and follow certain steps.

How to Apply

In Part I, read the descriptions carefully, and, it is suggested, try to find a job which involves one of your particular interests or study areas, and, perhaps, which is convenient to your home area.

To apply for a position in either Part I or Part II, see the directions shown with each category. In some instances it may indicate the Ontario Government Ministry or agency office which is nearest to your home. You can likely find this under Government of Ontario in your local telephone directory; or you might inquire at a nearby Ontario Government office for the address of the particular section.

Please do not send your application to the Youth Secretariat, or ask the Secretariat for information on whether or not your application has been accepted. This may only cause delay. Note: When applying for an Ontario Experience 74 program please indicate clearly the name of the particular program.

Part I
Ontario Experience 74

Ontario Government
Special Programs for Youth

The projects which follow are designed to provide a constructive service in the community and to give young men and women learning experience in a field in which they have a particular interest.

For the Ontario Experience 74 program the following definitions apply unless otherwise indicated:

Secondary student: enrolled in secondary school at time of application.

Post-secondary student: enrolled in college or university at time of application.



Agricultural Museum Project

Ministry of Agriculture and Food

Research, restoration, and documentation of agricultural artifacts, and assisting in the organization and establishment of the Ontario Agricultural Museum to be located at Milton.

Positions: 8 post-secondary students, 4 secondary students.

Period of employment: Post-secondary – 18 weeks; secondary – 9 weeks.

Wage range: 2 post-secondary supervisors – \$116.00 per week; 6 post-secondary – \$100.00 per week; 4 secondary – \$80.00 per week.

Requirements: Secondary, and post-secondary.

Applications and information:

Agricultural Museum Project

Ministry of Agriculture and Food

Parliament Buildings

Queen's Park

Toronto, Ontario

Alternatives

Ministry of Community and Social Services

A series of programs geared to the leisure needs of communities across Ontario. Total positions – 155.

Period of employment: For all **Alternatives**

programs, period of employment is 6 to 12 weeks.

Wage range: \$2.00 – \$3.35/hour.

Therapeutic Recreation Workers

Workers will be placed within a number of communities to help those who have special needs (for example, the handicapped or chronically ill) in community recreation activities. **Positions:** 13.

Locations: Projects will be run in cooperation with 13 municipalities. Locations to be decided.

Requirements: College or university level, studying therapeutic recreation.

Applications and information:

Therapeutic Recreation Workers

Sports and Recreation Bureau

23rd Floor
400 University Avenue
Toronto, Ontario

Art Trek

Teams of artists visit communities throughout Ontario offering workshops in visual arts.

Positions: 18.

Requirements: College and university students enrolled in art courses. Portfolio will be required.

Applications and information:

Art Trek

Sports and Recreation Bureau
23rd Floor
400 University Avenue
Toronto, Ontario

Art in Therapeutic Recreation

Program offers employment to art resource people who will help in the adaptation of creative projects for the mentally and physically handicapped.

Positions: 15.

Requirements: College and university students enrolled in art courses. Portfolio will be required.

Applications and information:

Art in Therapeutic Recreation

Ontario Municipal Recreation Association
559 Jarvis Street
Toronto, Ontario

Youtheatre

Provides intensive training for young people who are interested in drama, and theatre arts.

Positions: 61 including a senior company of about 18, with the remainder divided into regional companies.

Locations: Senior Company – Toronto.
Regional Companies – North Bay, London, Ottawa, Toronto, Thunder Bay.

Requirements: Age 18-24 with a high level of experience and/or training in drama, intending to

pursue a professional career. Resumé will be required for audition.

Note: Regional program will provide practical theatrical training for young people ages 15-22. Fee for these participants will be \$25.00.

Applications and information:

Ontario Youtheatre
559 Jarvis Street
Toronto, Ontario

Drama in Camping

A program of discovering creativity by bringing informal dramatics to resident children's camps in Ontario.

Positions: 9.

Requirements: Post-secondary students of drama.

Applications and information:

Drama in Camping
Sports and Recreation Bureau
23rd Floor
400 University Avenue
Toronto, Ontario

Video/Drama Workshops in Penal Institutions

Small company of young people will work as a resource team in selected correctional institutions, providing appropriate presentations and drama workshops for inmates and staff.

Positions: 5 video personnel; 5 drama personnel.

Locations: To be determined.

Requirements: Video – senior post-secondary students in radio and television arts and/or related courses.

Drama – senior post-secondary students with practical theatre experience and training – preference will be given to applicants from region of the project.

Applications and information:

Video Drama Workshops in Penal Institutions
Sports and Recreation Bureau
23rd Floor
400 University Avenue
Toronto, Ontario

Bark Lake Camp

An opportunity to live and work at the camp on Bark Lake in improving the site and assisting with the Camp Counsellor Training Program.

Positions: 19.

Requirements: Post-secondary, a few secondary.

Applications and information:

Bark Lake Camp

Sports and Recreation Bureau
Ministry of Community and Social Services

23rd Floor
400 University Avenue
Toronto, Ontario

Video Theatres

Program will expose selected communities to the use of video equipment as a program tool.

Positions: 10.

Requirements: Senior post-secondary students in radio and television arts and/or related courses.

Applications and information:

Video Theatres
Ontario Association for Continuing Education
252 Bloor Street West
9th Floor
Toronto, Ontario

CAP (Consumer Advice Program)

Ministry of Consumer and Commercial Relations

A pilot project providing the opportunity to work in a consumer storefront office, assisting consumers with information about goods and services, and consumer-related problems.

Positions: 3 post-secondary, 3 secondary.

Period of employment: Post-secondary, about 18 weeks; secondary, early May - mid June, part time, and mid June to end of August, full time.

Location: To be determined.

Wage range: \$80.00 - \$105.00 per week.

Requirements: Post-secondary, secondary, entering Grade 12 or 13.

Applications and information:

Consumer Advice Program

Personnel Services

Ministry of Consumer and Commercial Relations

555 Yonge Street

Toronto, Ontario

M4Y 1Y7

CRISP (Correctional Rehabilitation Involving Student Participation)

Ministry of Correctional Services

Providing work in direct contact with youth in the care of the Ministry, in the community, and in the institutional setting.

Positions: Total 370. 80 social work assistants, assistant psychometrists and library assistants; 190 assistant supervisors, assistant recreation officers, student teachers; about 20 probation and after-care assistants at the undergraduate level; about 40 probation and after-care assistants at the post-graduate level; 24 group-home assistants; 16 art program coordinators.

Period of employment: 14 weeks.

Wage range: Social work assistants, assistant psychometrists and library assistants - \$135.00/week.

Assistant supervisors, assistant recreation officers, student teachers - \$115.00/week. Probation and after-care assistants at the undergraduate level - \$115.00/week.

Probation and after-care assistants at the post-graduate level - \$135.00/week.

Group-home assistants - \$115.00/week.

Art program coordinators - \$115.00/week.

Requirements: Social work assistants, assistant psychometrists and library assistants - post-graduate studying towards Masters degree in library science, social work or psychology.

Assistant supervisors, assistant recreation officers, student teachers - post-secondary level studying in social sciences.

Probation and after-care assistants - undergraduate and post-graduate in social science field; use of car needed.

Group-home assistants - post-secondary.

Art-program coordinators - post-secondary enrolled in art courses.

Applications and information:

CRISP

Ministry of Correctional Services

Main Office, Personnel Branch

4th Floor

434 University Avenue

Toronto, Ontario

Health Inventories

Ministry of Health

Three projects involving inventory and survey work with branches of the Ministry to investigate levels of service within the Ministry and the demands of the citizens of the Province. Inventory of records and forms; health regulations survey; environmental health survey of trailer parks.

Positions available: Records and Forms - 6; Regulations Survey - 1; Trailer Parks - 1.

Period of employment: 10 - 15 weeks.

Wage range: Records and Forms - \$116.00 per week; Regulations Survey - \$116.00 per week; Trailer Parks - \$100.00 per week.

Requirements: Records and Forms - post-secondary; Regulations Survey - post-secondary with interest or background in Library Science and File Systems; Trailer Parks - Grade 12 or Grade 13.

Applications and information:

Health Inventories

Records and Forms

Mr. Romeo Fernandez

Ministry of Health

Room SW776 Hepburn Block

Queen's Park

Toronto, Ontario

Health Inventories
Regulations Survey
Dr. R. Dorland
5th Floor, 15 Overlea Blvd
Toronto, Ontario
M4H 1A9

Health Inventories
Trailer Parks
Mr. Miranda
Community Health Protection Branch
5th Floor, 15 Overlea Blvd
Toronto, Ontario
M4H 1A9

Labour Experience Internship Program

Ministry of Labour

A two-part program, providing experience in the fields of labour relations and construction inspection.

1. STIR (Students Training in Industrial Relations)

Placements with labour unions, labour councils, industrial relations units, employer associations, or the Government-Industrial Relations organization, exposing the participant to the field of industrial relations: its role, operation, and an opportunity to participate in its activities.

Positions: 30.

Period of employment: 16 to 18 weeks.

Wage range: \$2.50/hour to \$3.35/hour.

Requirements: Senior post-secondary. Preference will be given to university and community college students in Business Administration, Industrial Psychology, Economics, or Law.

Applications and information:

S.T.I.R.

Ministry of Labour

Personnel Branch

7th Floor

400 University Avenue

Toronto, Ontario

2. Construction Safety Inspection Internship

Participants will be trained in elements of provincial construction safety program, particularly low-hazard projects, and will be responsible for conducting inspections of such projects.

Positions: 30.

Period of employment: 16 to 18 weeks.

Locations: To be selected throughout Ontario.

Wage range: \$2.50/hour to \$3.35/hour.

Requirements: 18 years of age or over, must have completed at least one year Civil Engineering or two years Civil Technology. Must provide own car for transportation during working hours, (valid driver's licence).

Applications and information:

C.S.I.I.

7th Floor

400 University Avenue

Ministry of Labour

Personnel Branch

Toronto, Ontario

Ontario Youth Summer Enterprises

Ministry of Colleges and Universities

A two-part program:

1. Student Enterprises

Designed to encourage secondary students to operate low-risk businesses with guidance from trained staff. Staff will be select, post-secondary students trained to act as local coordination/management consultants. Initial hiring will be limited to staff positions.

Positions: Total of 11: 6 program managers; 5 program assistants.

Period of employment: 18 weeks.

Locations: It is expected that five projects will be undertaken in different centres. Exact locations to be determined.

Wage range: Program managers – \$135.00/week; program assistants – \$120.00/week.

Requirements: Program managers and program assistants – post-secondary with a high level of communication skill and some business background.

Applications and information:

Student Enterprises

Personnel Branch

Ministry of Colleges and Universities

9th Floor, Mowat Block

Queen's Park

Toronto, Ontario

2. Venture Capital

Senior secondary, and post-secondary students will receive interest-free loans to a maximum of \$1,000 per venture, for the operation of a small business. Students will receive guidance from a local committee of businessmen.

Positions: About 25.

Duration of program: About 20 weeks.

Locations: To be determined.

Wage range: Although some remuneration may derive as a result of the success of one's company, none is guaranteed.

Requirements: Senior secondary and post-secondary.

Applications and information:

Venture Capital Program

Personnel Branch

Ministry of Colleges and Universities

9th Floor, Mowat Block

Queen's Park

Toronto, Ontario

PEOPLE (Preservation and Exploration of Ontario's Past, a Learning Experience)

Ministry of Education

A cooperative program with school boards which will provide a learning experience through the exploration and the preservation of Ontario's heritage; developing materials from a geographical and historical viewpoint and assisting the people of Ontario to preserve our multi-cultural heritage.

Positions: Total 181 – 1 provincial co-ordinator, 30 project leaders, 90 team members post-secondary, 60 team members secondary.

Location: 30 projects equally distributed across Ontario. Exact location will not be known until after April 15, when projects are awarded to school boards.

Period of employment: Coordinator – 15 weeks; project leaders – 15 weeks; post-secondary team members – 12 weeks; secondary team members – 8 weeks.

Wage range: Coordinator – \$130.00 per week; project leaders – \$115.00 per week; post-secondary team members – \$90.00 per week; secondary team members – \$80.00 per week.

Requirements: Coordinator – senior post-secondary; project leaders – senior post-secondary; team members – post-secondary and secondary (including Grade 13).

Applications and information: For students attending secondary school, forms will be forwarded to all schools in the geographic area of the project location after April 15.

For post-secondary students

PEOPLE and SPICE
P.O. Box 2201
Postal Station P
Toronto, Ontario
M5S 2T8

RSVP (Retardation Student Volunteer Program)

Ministry of Health

The program offers the opportunity to work with residents in Ontario facilities for the mentally retarded.

Positions available: 500.

Period of employment: 9 weeks.

Wage range: \$2.00 per hour.

Requirements: Secondary school (including Grade 13), age 16 and over; prior experience working with the retarded desirable; residence in area of facilities with program is necessary.

Application: To the facility for the mentally retarded nearest you. (Kingston, Whitby, Thunder Bay, Woodstock, Sault Ste. Marie, Aurora, Orillia, Barrie, Palmerston, Picton, Blenheim, Cobourg, Smiths Falls, London, Toronto. Sunbeam Home,

Kitchener; Dr. Rygiel's Home for Children, Hamilton; Ontario Homes for Mentally Retarded Infants, Inc., Plainfield; Brant Sanatorium, Brantford; Christopher Robin Home for Children, Whitby; Ongwanada Hospital, Kingston; Fort William Sanatorium, Thunder Bay.)

SISS (Student Involvement in Social Services)

Ministry of Community and Social Services

Social service involvement in community agencies such as homes for the aged, day nurseries, sheltered-workshops, information and referral centres, etc.

Positions: Total 539; 200 post-secondary, including 30 program coordinators; 339 secondary.

Period of employment: Post-secondary – 15 weeks; secondary – 8 weeks.

Wage range: Secondary – \$73.00/week; post-secondary – \$100.00/week; program coordinators – \$118.00/week.

Requirements: Secondary and post-secondary; must be 16 years of age or over.

Applications and information: The Regional Office of the Ministry of Community and Social Services nearest you.

SNAP (Student Nursing Activity Program)

Ministry of Health

Provides social and recreational programs to residents in nursing homes.

Positions: Available to men and women. Total 70: 6 leaders, 16 solo workers, 48 team members.

Period of employment: Team leaders – 12 weeks; solo workers – 10 weeks; team members – 8 weeks.

Wage range: Team leaders – \$3.25/hour; solo workers – \$2.50/hour; team members – \$2.00/hour.

Requirements: Team leaders – post-secondary; solo workers – senior secondary; team members – senior secondary.

Applications and information:
SNAP

Homes for Special Care Office
Ministry of Health
6th Floor, 880 Bay Street
Toronto, Ontario
M5S 1Z8

SPICE (Students Participating in Community Education)

Ministry of Education

A cooperative program with school boards which is designed to offer opportunities for students to become involved in community education projects.

Positions: Total 276 – 1 provincial coordinator; 10 regional coordinators; 265 team members.

Period of employment: Provincial coordinator – 15 weeks; regional coordinators – 15 weeks; team members – 8 weeks.

Location: Projects will be equally distributed across Ontario. Exact location will not be known until after April 15 when projects are awarded to school boards.

Wage range: Provincial coordinator – \$130.00 per week; regional coordinator – \$115.00 per week; team members – \$80.00 or \$90.00 per week.

Requirements: Provincial coordinator – senior post-secondary; regional coordinators – senior post-secondary; team members – secondary (at least 16 years of age) and post-secondary.

Applications and information: For students attending secondary school, forms will be forwarded to all schools in the geographic area of the project location after April 15.

For post-secondary students

PEOPLE and SPICE
P.O. Box 2201
Postal Station P
Toronto, Ontario
M5S 2T8

SPIEL (Students Providing Information on Employment rights for the Labour force)

Ministry of Labour

Mobile information units manned by three or four person teams will distribute labour rights information, respond to inquiries, and administer questionnaires on the rights of employees.

Positions: Total 40: Including 2 supervisors; 38 information representatives.

Period of employment: Supervisors – 18 to 20 weeks; representatives – 15 to 16 weeks.

Locations: Hamilton, Kenora, Kingston, Kitchener, London, Ottawa, Sault Ste. Marie, Sudbury, Thunder Bay, Windsor.

Wage range: \$2.50/hour to \$3.35/hour.

Requirements: University or community college students. Applicants should be prepared to work Saturdays and holidays.

Applications and information:

SPIEL

Personnel Branch
Ministry of Labour
7th Floor, 400 University Avenue
Toronto, Ontario

SWEET CONSERVATION (Students Working in an Environmental Enhancement Program)

Ministry of Natural Resources

A program run in cooperation with Conservation Authorities across Ontario, providing conservation and environmental work with the Authorities.

Positions: 1,650 including senior supervisors, and technical advisors; clerical; foremen; and labourers.

Period of employment: Senior supervisors, and technical advisors – 18 weeks; clerical – 19 weeks; foremen – 15 weeks; labourers – post-secondary – 12 weeks, secondary – 10 weeks.

Wage range: Senior supervisors, technical and professional advisors – \$3.00 to \$3.35 per hour; foremen and clerical – \$2.50 to \$3.00 per hour; labourers – \$2.00 to \$2.50 per hour.

Requirements: Senior supervisors and technical advisors – post secondary (supervisory, technical or professional ability). Note, this may include recent graduates who have not held regular employment for a 6 months' period; foremen and clerical – secondary and post-secondary, supervisory ability for foremen, clerical skill for clerical; labourers – secondary and post-secondary. *Note: All participants must be 18 years of age or over on the day they begin working.*

Applications and information: To the Conservation Authority nearest you.

SWEET ENVIRONMENT (Students Working in an Environmental Enhancement Program)

Ministry of the Environment

A variety of environmental activities both in the Ministry and in projects operated in cooperation with university, community college, and environmentalist groups.

Positions: 275.

Period of employment: 12 – 15 weeks.

Wage range: General labour: \$2.25/hour; foremen: \$2.60/hour; technical: \$3.00/hour.

Requirements: General labour – secondary and post-secondary; foremen – post-secondary; technical – post-secondary studying in a scientific field e.g. chemical or environmental engineering.

Applications and information: For projects run within the Ministry of the Environment:

SWEET ENVIRONMENT

Ministry of the Environment
Personnel Branch
135 St. Clair Avenue West
5th Floor
Toronto, Ontario
M4V 1P5

For projects run outside the Ministry: The Ministry has developed a series of external SWEET projects and is currently contacting colleges, universities and environmentalist groups in Ontario.

Contact the faculty of Environmental Studies or other appropriate faculty at your college or university in March to see if they will run a SWEET project.

SWORD (Students Working on Resource Development)

Ministry of Natural Resources

A variety of manual, technical, and clerical duties in the field of resource management.

Positions: 1,200, including senior supervisors, technical and professional advisors; clerical; foremen; and labourers.

Period of employment: Senior supervisors, technical and professional advisors – 18 weeks; clerical – 19 weeks; foremen – 15 weeks; labourers – post-secondary – 12 weeks; secondary – 10 weeks.

Wage range: Senior supervisors, technical and professional advisors – \$3.00 to \$3.35 per hour; foremen and clerical staff – \$2.50 to \$3.00 per hour; labourers – \$2.00 to \$2.50 per hour.

Requirements: Senior supervisors, technical and professional advisors – post secondary with supervisory, technical or professional ability.

Note: This may include recent graduates who have not held regular employment for a 6 months' period; Foremen and clerical – secondary and post-secondary; supervisory ability for foremen, clerical skill for clerical; labourers – secondary and post-secondary. *Note: All participants must be 18 years of age or over.*

Close-off date for applications March 15, 1974.

Applications and information: To the District Manager of the District Office of the Ministry of Natural Resources nearest you.

Youth and the Arts

Ministry of Colleges and Universities

A combination of projects drawing on the diverse cultural resources of the Ministry.

Positions: Total 212.

McMichael Canadian Collection

Employment opportunities as educational guides in the gallery, and in landscaping and grounds maintenance in the park area around the gallery at Kleinburg, Ontario.

Positions: 12 guides, 3 grounds maintenance.

Period of employment: 9–12 weeks.

Wage range: Guides: \$2.00/hour (about 20 hours/week); Grounds maintenance: \$2.25/hour.

Requirements: Secondary and post-secondary.

Applications and information: McMichael Canadian Collection, Kleinburg, Ontario.

Ontario Arts Council

Audience research study, evolution of dance research; English-French brochure literature translator; cataloguing collections; bookkeeping; assisting the Arts Council in channelling other young people into summer employment with publishing houses, magazines, orchestras, art galleries and theatres.

Positions: 3 research, 1 translator, 2 cataloguing, 1 bookkeeping, 2 channelling other young people.

Period of employment: 8–12 weeks.

Wage range: \$100.00/week – \$125.00/week.

Requirements: Research – senior post-secondary students in arts administration; translator – post-secondary bilingual; cataloguing – post-secondary; channelling other young people – post-secondary; bookkeeping – senior post-secondary commercial student.

Applications and information:

The Executive Secretary

Ontario Arts Council

151 Bloor Street West

Toronto, Ontario

M5S 1T6

Community Historical/Architectural Inventory

Six teams of two people will produce an inventory of buildings of historical and architectural importance in various locations in Ontario. Emphasis

will be on the smaller communities in the province. Also one person to prepare an inventory of cultural facilities in colleges and universities in Ontario.

Positions: 13: 6 history, 6 architecture, 1 college and university inventory.

Period of employment: 12 weeks – history/architecture; 10 weeks – college and university inventory.

Wage range: History: \$116.00/week; Architecture: \$130.00/week; College and university inventory: \$116.00/week.

Requirements: History – post-secondary; Architecture – senior post-secondary or post-graduate architecture, fine art or architecture history students; Inventory: post-secondary.

Applications and information:

Community Historical/Architectural Inventory Personnel Branch

Ministry of Colleges and Universities

9th Floor

Mowat Block, Queen's Park

Toronto, Ontario

Art Gallery of Ontario

An opportunity to work with the Art Gallery's new program, *Art Trip 74*, which will take art out to the Toronto community, through displays at various centres in the Metro Toronto area.

Positions: 12: 10 information hosts, 1 public relations, 1 carpenter.

Period of employment: 16 weeks for all positions.

Wage range: \$130.00/week for all positions.

Requirements: Information hosts – senior post-secondary enrolled in fine arts courses; public relations – senior post-secondary journalism student or public relations student; carpenter – post-secondary carpentry student.

Applications and information:

Director of Education and Extension

Art Gallery of Ontario

Grange Park

Toronto, Ontario

M5T 1G4

Videoaction Program

Four teams to be given orientation in the operation of video-tape playback equipment so that they may become resource persons in working in the community, and in so doing will learn more about themselves and others.

Positions: 22: 2 program leaders; 4 team leaders; 16 team members.

Period of employment: Program leader – 16 weeks; team leaders – 12 weeks; team members – 8 weeks.

Wage range: Program leader: \$130.00/week; team leader: \$116.00/week; team member: \$80.00/week.

Requirements: Program leader – postgraduate student in Education and/or Psychology with interest in group processes; team leaders – senior post secondary in Education, Psychology or Sociology; team members – senior secondary, junior post-secondary.

Applications and information:

Videoaction

Personnel Branch

Ministry of Colleges and Universities

9th Floor

Mowat Block, Queen's Park

Toronto, Ontario

Operation Museum Catalogue

Teams of up to three people will be trained in basic cataloguing procedures, and then placed in local museums across Ontario to catalogue the collections of artifacts, etc.

Positions: 93: 3 supervisors; 30 team captains; 60 team members.

Period of employment: Supervisors – 14 weeks; team captains – 13 weeks; team members – 13 weeks.

Wage range: Supervisors – \$130.00/week; team captains – \$100.00/week; team members – \$80.00/week

Requirements: Supervisors – senior post-secondary or post-graduate museology students; team captains – post-secondary in museum-related courses e.g., history, anthropology, etc.; team members – senior secondary.

Applications and information:

Operation Museum Catalogue
Personnel Branch
Ministry of Colleges and Universities
9th Floor, Mowat Block
Queen's Park
Toronto, Ontario

Public Library Youth Project

An opportunity to work in regional library headquarters or in selected local libraries in Ontario.

Positions: 75.

Period of employment: 8 weeks.

Wage range: \$2.00/hour.

Requirements: Secondary, some post-secondary.

Applications and information: Public Library Youth Project, at the following regional libraries:

Algonquin	Northeastern
29 Mary Street	P.O. Box 670
Parry Sound, Ontario	Kirkland Lake, Ontario
P2A 1E3	P2N 3K2

North Central	Georgian Bay
19 Fir Street	30 Morrow Road
Sudbury, Ontario	Barrie, Ontario
P3C 2A9	L4N 3V8

Eastern Ontario	Northwestern
237 Queen Street	910 Victoria Ave
Ottawa, Ontario	Thunder Bay, Ontario
K1P 5E2	P7C 1B4

Lake Ontario	
88 Wright Cres	
Kingston, Ont	
K7L 4T9	

ROM Researchers

Providing an opportunity to increase knowledge of the museum and its workings through acting as research assistants in curatorial departments, and assistants in cataloguing procedures.

Positions: 16.

Period of employment: 15 weeks.

Wage range: \$100.00/ week.

Requirements: Minimum one year college or university.

Applications and information:

ROM Researchers
Royal Ontario Museum
100 Queen's Park
Toronto, Ontario

Youth and the Law

Ministry of the Solicitor General

An opportunity to gain first-hand experience with a police force in Ontario and to be involved on a day-to-day basis assisting police officers with their many responsibilities.

Positions available: 150.

Period of employment: 12 weeks.

Wage range: \$100.00 per week.

Requirements: Post-secondary (including Grade 13).

Applications and information:

Youth and the Law
Recruitment Supervisor
Ministry of the Solicitor General
125 Lakeshore Blvd. E
Toronto, Ontario
M5V 1A5

Youth in Action

Ministry of Community and Social Services

Provides employment in community projects which are cooperatively funded by the Ministry, and by municipalities, recreation committees, etc.
Positions: 1,500.

Period of employment: 8 – 12 weeks.

Wage range: Will be determined by local employing agency and will be consistent with local wage rates.

Requirements: Will vary according to program.

Applications and information: No direct hiring takes place through the Ministry. It is expected that municipalities or community agencies awarded a *Youth in Action* program grant will locally advertise the job opportunities available in their program. Watch for an announcement in your community after May 1.

Youth Travel Counsellors

Ministry of Industry and Tourism

Providing work within visitor information bureaus.

Positions: 40.

Period of employment: 8 – 10 weeks.

Wage range: \$2.25 per hour.

Requirements: Secondary and post-secondary.

Bilingualism would be an asset.

Applications and information:

Youth Travel Counsellors
Personnel Branch
Ministry of Industry and Tourism
900 Bay Street
Toronto, Ontario
M7A 1S6

If you wish to have general information or clarification of the Ontario Experience 74 program, write to:

Experience 74

Queen's Park
Toronto, Ontario
M7A 1A2

or call us in Toronto at 965-0480. If you live outside Toronto, call collect.

But please call only if you can not *first* get sufficient information from the particular job address shown.

Part II

Regular Summer Employment Opportunities with the Ontario Government

The following lists of positions available with various Ministries and Boards, Commissions and Corporations of the Ontario Government represent the type of summer employment that is regularly available through replacement for staff on holidays, or for projects carried out in the summer.

Where job descriptions are used, these definitions apply:

Professional

A student performing a job that requires specific academic training such as engineering, biology, geology, economics, law, psychology, social work, etc.

Technical

A student performing a job that requires a specific level of technical training such as laboratory technicians, draftsmen, survey technicians, etc.

Services

Recreational and social services such as host-hostesses, travel counsellors, park attendants, etc.

Unless stated otherwise, in each listing the *Job Requirements* will vary according to the nature of employment, and the *salary or Wage Range* will vary according to the nature of employment and the qualifications of the applicant.

Special note

Each summer thousands of Ontario young men and women apply for the jobs available in the listings which follow. Positions are filled rapidly, usually long before the summer begins.

Therefore, anyone considering applying should not delay, but act as early as possible.



Ontario Government Ministries, including Special Projects

Ministry of Agriculture and Food

Positions: Research, advisory, and extension workers.

Locations: Throughout Ontario.

Applications: On-campus interviews are conducted in February with students studying Agriculture.

Ministry of Agriculture and Food

Special Project: Junior Agriculturalist Program

Enables young people from non-farm homes who are interested in agriculture to gain a practical learning experience by working and living on a selected commercial farm.

Positions: Up to 200.

Requirements: 16 or 17 years of age and in good health.

Wage range: \$8.00 per day based on a 6-day week, plus free room and board.

Applications and information:

Junior Agriculturalist Program

Ontario Ministry of Agriculture and Food

Parliament Buildings

Toronto, Ontario

Ministry of the Attorney General

Positions: Majority are clerical, a very few law.

Applications and information: Contact the local office of the Ministry in your area.

Note: At the time of printing the Ministry office in Toronto has received over 500 applications. It is unlikely that any more applications to the Toronto office will be considered.

Note: Only a limited number of local Ministry offices will employ young people this summer.

Ministry of Colleges and Universities

Positions: Clerical, typing, a few professional. The work will be situated in the Metropolitan Toronto area.

Period of employment: From 12–18 weeks.

Applications and information:

Personnel Branch

Ministry of Colleges and Universities

9th Floor

Mowat Block

Queen's Park

Toronto, Ontario

Ministry of Community and Social Services

Positions: Clerical, a few professional, some social service field workers.

Applications: Contact the office of the Ministry of Community and Social Services nearest you.

Ministry of Consumer and Commercial Relations

Positions: Clerical, a few professional at main office, one or two clerical at local offices of the Ministry.

Applications and information: To your local Land Registry office, or:

Personnel Services Branch

Ministry of Consumer and Commercial Relations

555 Yonge Street

Toronto, Ontario

M4Y 1Y7

Ministry of Correctional Services

Positions: Work in community and adult institutional settings; assistant probation officer, social worker, psychometrist, chaplain, correctional officer, groundsman, cook, general clerk typist, recreation officer, librarian.

Requirements: Will vary from the post-graduate level down.

Applications and information: To your nearest Ministry office or institution, or to:

Ministry of Correctional Services

Personnel Branch

4th Floor

434 University Avenue

Toronto, Ontario

Ministry of Education

Positions: Majority are clerical, very few professional.

Applications and information:

Personnel Branch

Ministry of Education

20th Floor

Mowat Block

Queen's Park

Toronto, Ontario

Ministry of Energy

Positions: 2 or 3 professional, 2 or 3 clerical.

Applications and information:

Ministry of Energy

Summer Employment

11th Floor

56 Wellesley Street West

Toronto, Ontario

Ministry of Environment

Positions: Mostly professional – law, engineering, resource management, economics, air management, a few clerical and labour.

Period of Employment: Normally 4 months, from May to September.

Location: Some regional office positions; some Toronto-based positions.

Requirements: Will vary according to nature of employment; the majority will be from post-secondary levels with scientific backgrounds.

Applications and information:

Ministry of the Environment
Personnel Branch
5th Floor
135 St. Clair Avenue West
Toronto, Ontario

Ministry of Government Services

Positions: Majority are clerical and labour (maintenance and groundskeeping), some tour guides, computer operators, and a few in printing and financial administration.

Applications and information:

Director
Personnel Branch
Eighth Floor
Ferguson Block
Queen's Park
Toronto, Ontario

Ministry of Health

Positions: Professional, clerical, services, some technical, and labour.

Applications and information: Can be made to one of the 26 Mental Health Facilities (both psychiatric hospitals and retardation facilities) throughout Ontario. Also to the Ministry of Health Laboratories at the following addresses:

—Laboratory Central
Provincial Health Laboratories, Box 9000, Postal Terminal "A", Toronto, Ontario. N5W 1R5
—Laboratories Regional
Thunder Bay, Box 1100, Station "F"
Kenora, Provincial Govt. Bldg., Robertson St
North Bay, Box 200
Kingston, Govt. Bldgs., Barrie St
London, Box 5704, Terminal "A"
Orillia Ontario Hospital School, Orillia
Ottawa, Box 6301, Station "J"
Peterborough, Box 265
Sault Ste. Marie, Box 200
Timmins, 206 5th Ave

Windsor, 3400 Huron Line, Box 1616, Windsor 10

Woodstock, Box 310
—May also be made to
Ontario Health Insurance Plan
7 Overlea Blvd
Toronto 17, Ontario
Note: Mental retardation facilities will come under the responsibility of the Ministry of Community and Social Services on April 1, 1974.

Ministry of Housing

Positions: A few community planners.

Applications and information:

Personnel Branch
56 Wellesley Street West
11th Floor
Queen's Park
Toronto, Ontario

Ministry of Industry and Tourism

Positions: Service – travel counsellors, guides, some clerical, a few professional, labour.

Applications and information:

Personnel Office
Ministry of Industry and Tourism
8th Floor, Hearst Block
900 Bay St
Toronto, Ontario

Ministry of Labour

Positions: A few clerical, a few law, social sciences, economics.

Applications and information:

Ministry of Labour
Personnel Branch
7th Floor
400 University Avenue
Toronto, Ontario
Note: At time of printing very few positions are available as a large number of applications have already been received by the Ministry.

Ministry of Natural Resources

Positions: Professional, technical, clerical, services, and labour.

Requirements: Majority of positions are available to university and community college students enrolled in courses directly related to resources management. For example: biology, forestry, geology, and forest technology. A limited number of positions are available for university and community college and high school students enrolled in non-resource related courses.

Applications and information: For post-secondary students in resource-related courses, applications may be sent to:

Personnel Branch
Ministry of Natural Resources
Queen's Park
Toronto, Ontario

For those who are not enrolled in resource-related courses, applications may be sent to:

District Manager, Ministry of Natural Resources, at your nearest Ministry district office.

Closing date for applications: March 15, 1974.

Ministry of Natural Resources Special Project: Junior Rangers Program

This program provides young people in Ontario with an opportunity to gain knowledge of the management of natural resources through a working and learning experience, in work-camp settings across Ontario.

Period of employment: July 3 to August 27, 1974.

Requirements: The applicant must be 17 years of age during the period of employment. The applicant can turn 17 years of age, but must not turn 18 during the program.

Wage range: \$5.00 per day; room and board provided.

Applications and information:

Junior Rangers Program

Ministry of Natural Resources

Personnel Branch

Queen's Park

Toronto, Ontario

Closing date for applications: March 15, 1974

Ministry of Natural Resources Special Project:

Junior Conservationist Award Program

A program, presenting an opportunity to learn more about resource management through instruction and work participation.

Positions: Approximately 36.

Period of employment: 7 weeks beginning July 1.

Requirements: Young people between the ages of 16 and 18. The applicant must have reached his or her 16th birthday by June 30, but not his or her 19th birthday. The applicant must be nominated by some conservation-minded organization such as a 4-H Club, Boy Scouts, Girl Guides, Fish and Game Club, Resource Rangers, a Conservation Authority, naturalists, a school geography or science club, etc. In order to have participation from as many parts of the province as possible, the applicant's home location also may be a consideration.

Salary: \$5.00 per day, room and board are provided. Participants are responsible for transportation expenses to and from the program if under \$50.00. There will be reimbursement for expenses over \$50.00.

Applications and information:

Conservation Authorities Branch

Ministry of Natural Resources

Parliament Buildings

Queen's Park

Toronto, Ontario

M7A 1X7

Closing date for applications: April 15, 1974.

Ministry of Revenue

Positions: Clerical, some economists, statisticians, geographers, auditors (accounting).

Applications and information:

Employment Supervisor

Personnel Branch

Ministry of Revenue

Queen's Park

Toronto, Ontario

Ministry of the Solicitor General

Positions: Majority are clerical, a few technical and labour.

Applications and information:

Recruitment Supervisor

Ministry of the Solicitor General

125 Lakeshore Blvd. East

Toronto, Ontario

M5E 1A5

Ministry of Transportation and Communications

Positions: Survey technicians, laboratory technicians, draftsmen, computer programmers, clerical.

Applications and information: Main office in Toronto or your nearest district or regional office of the Ministry of Transportation and Communications.

Ministry of Treasury, Economics and Intergovernmental Affairs

Positions: Professional – economists, statisticians, geographers; some clerical; very few draftsmen.

Applications and information:

Ministry of Treasury, Economics and

Intergovernmental Affairs

Personnel Branch

56 Wellesley Street West

11th Floor

Toronto, Ontario

Ministry of Treasury, Economics and

Intergovernmental Affairs Special Project:

Involvement in Municipal Administration

During the summer of 1974, the Ministry will provide employment with municipal governments in Ontario for students now enrolled in recognized urban and regional planning and/or public administration courses at colleges and universities.

For further information contact the personnel office, or the clerk-treasurer of your local municipality.

Note: Not all municipalities will participate in the program.

**Ontario Government Boards,
Commissions and Corporations**

Archives of Ontario

Positions: A few clerical and a few archive student assistants.

Applications and information:

Archives of Ontario

3rd Floor

77 Grenville Street

Toronto, Ontario

M7A 1C7

Civil Service Commission

Positions: Short-term secretarial and typing assignments throughout the Government offices in Metropolitan Toronto.

Applications and information:

Civil Service Commission

Temporary Help Service

Frost Building South

Queen's Park

Toronto, Ontario

M7A 1Z5

Liquor Control Board of Ontario

Positions: Sales clerks.

Requirements: Must be 18 years of age or older.

Applications and information: Manager, local retail outlet.

Niagara Parks Commission

Positions: Service – sales clerks, host-hostess, guides, a few labour.

Applications and information:

Niagara Parks Commission

Box 150

Niagara Falls, Ontario

Ontario Housing Corporation

Positions: Clerical, some legal, architectural, tenant placement, a few finance.

Applications and information: Your nearest office of the Ontario Housing Corporation.

**Ontario Housing Corporation Special Project
Summer Employment for Students in
Recreational Leadership**

The Community Relations Branch of the Corporation places students in various Ontario Housing Corporation developments in Metropolitan Toronto, to provide leadership and summer recreational programs for the benefit of the young people within the community. The student may become involved in organizing sports, arts, crafts and music programs, and such activities as picnics, outings, and camping trips.

Positions: 30

Period of Employment: June 3 – August 31.

Location: One or more particular Ontario Housing Corporation developments in Metro Toronto as assigned.

Wage range: \$100.00 weekly.

Requirements: 1-Academic background in physical education and/or social recreation studies, at the university or college level. 2-Related experience (volunteer activities or previous employment).

Applications and information:

Personnel Officer

Summer Employment – Recreation

101 Bloor Street West

Toronto, Ontario

M5S 1P8

Ontario Northland Transportation Commission

Positions: Mostly labour.

Applications and information:

Director of Personnel

Ontario Northland Transportation Commission

195 Regina Street

North Bay, Ontario

Ontario Place

Positions: Service – Hostess and host, attendants, some clerical and labour, a few technical.

Applications and information:

Personnel Officer

Ontario Place Corporation

8 York Street

2nd Floor

Toronto, Ontario

M5J 1R2

Ontario Science Centre

Positions: Labour, some technical, a few and service.

Applications and information:

Personnel Branch

Ontario Science Centre

770 Don Mills Road

Don Mills, Ontario

M3C 1T3

St. Clair Parkway Commission

Positions: Service – host-hostess, labour, park maintenance.

Applications and information:

St. Clair Parkway Commission

P.O. Box 700

Corunna, Ontario

N0N 1G0

St. Lawrence Parks Commission

Positions: Service – guide attendants, craft demonstrators, Old Fort Henry Guard; park attendants; a few clerical and labour.

Applications and information:

Personnel Division

St. Lawrence Parks Commission

P.O. Box 740

Morrisburg, Ontario

Workmen's Compensation Board

Positions: Some clerical, very few labour.

Location: Metropolitan Toronto.

Applications and information:

Workmen's Compensation Board

Personnel Department

90 Harbour Street

Toronto, Ontario

